



City Hall Safety Committee Minutes  
November 5, 2009

Meeting called to order at 1:20 PM by S. Nett.

Present: Tom Stoffel, Sylvia Bull, Kristi Heim, Kate Clausing, Tasha Saecker, Sue Nett, Pamela Captain  
Absent: Todd Drew, Adam Alix

A. Motion to approve minutes from July 9, 2009 meeting made by S. Bull and seconded by T. Saecker. Motion carried.

B. Old Business

1. EOEP update---The plans are ready to be finalized as soon as building maps and signage are available for the Memorial Building and Health Department.
2. Walk-thru Memorial Building follow-up—no report available for this meeting.
3. Locking of doors (City Hall) follow-up. The doors at City Hall are normally unlocked any time between 7 and 8 AM even though City Hall hours for the public begin at 8 AM. Staff on third floor have come into work at 7:30 and have found members of the public sitting outside their offices in the dark. Discussion was held regarding the safety of the employees and security in the building prior to 8 AM. Finance Department is willing to be responsible for unlocking the doors at 8 AM. Motion made by K. Clausing and seconded by S. Bull to recommend to the City Attorney/Human Resources Director to keep city hall doors locked until 8 AM and that employees be directed to use the security code to enter the building prior to 8AM. Motion carried.
4. Senior Center safety issues from previous meeting discussed. The pavers by the front of the building are level, and the large chunks of gravel around the bench have been removed. Signage still needs to be done for driveway to designate it as being one way. It was suggested this might be a painted message on the pavement. Entrance awning to designate entrance to building was discussed and the consensus of the committee was that an awning may not work because of how far it would need to be projected from the building. Suggestion was to look at a flag or banner to mark the entrance.
5. City Hall walk-thru held over for next meeting.

C. New Business

1. The monthly safety topic on correct lifting was distributed and discussed.
2. There were no employee injuries to review. T. Saecker did a brief synopsis of the cardiac arrest in a library board member and the use of CPR/AED by library staff.

D. Training

1. Committee members were reminded to let employees in their departments know about the harassment training scheduled for November 18<sup>th</sup> by CVMIC.
2. Several suggestions were made for future training. T. Sacker would like another training on body mechanics at the next staff meeting which will be in early 2010. For right now, would like something she can hand out to staff on how to correctly push/pull carts. Other suggestions were how to deal with difficult customers and diversity training.

E. Motion to adjourn at 2:10 made by K. Clausing and seconded by S. Bull. Motion carried.

